

FOR OFFICE USE ONLY

Computer Updated _____ Membership # _____ Free/Reduced lunch _____
 Low ☐ Mod ☐ Cash _____ Money Order _____ Check _____ Credit Card _____ Renewal ☐ Yes ☐ No

2021-2022 SCHOOL YEAR/SUMMER CAMP MEMBERSHIP REGISTRATION FORM
BOYS & GIRLS CLUB OF WESTMINSTER, MD



**BOYS & GIRLS CLUB
OF WESTMINSTER**

Before we can accept and begin our enrollment process, the Registration form must be filled out completely, the parent handbook must be signed and the \$30.00 Registration fee must be paid.

Name of Child _____ Nickname _____
 (First) (Middle) (Last)

Address _____ City _____ Zip _____

Home Phone _____ Date of Birth _____ Gender: Male _____ Female _____

Child's Race: (Circle) African American Asian Caucasian Multi-Racial Hispanic Native American Other

Did your child attend BGCW during the 2019-2020 school year? Yes _____ No _____	Custody Dispute Yes _____ No _____ Name of Parent/Spouse Who Cannot Pick up Child _____ Copy of Court Document Stating Conditions of Custody/Visitation Must Be Included with Member Application	Is Your Child Enrolled In Any Special Education Program At School? [Circle All That Apply] ESE ESOL Other: _____ T-Shirt Size (Please Circle) YS YM YL AS AM AL AXL

SCHOOL INFORMATION:

School Attending _____ Grade _____

Does your child receive free or reduced lunch at school? Yes _____ No _____

Annual Household Income (circle one)

Please indicate Family Size _____

\$0 - \$19,999 \$20,000-39,999 \$40,000 - \$59,999 \$60,000 - \$89,999 90,000 and above

FAMILY INFORMATION (please provide all requested information)

MOTHER/GUARDIAN'S NAME _____ Pref. Phone # _____

Address _____ City _____ Zip _____

Place of Employment _____ Address _____

Mother's Work Phone _____ Alternate Phone _____

Work Hours _____ **EMAIL:** _____

FATHER/GUARDIAN'S NAME _____ Home Phone _____

Address _____ City _____ Zip _____

Place of Employment _____ Address _____

Father's Work Phone _____ Father's Cell Phone _____

Work hours _____ **EMAIL:** _____

LATE PICK UP:

The Boys & Girls Club of Westminster closes promptly each day at 6:00 pm. Pickup after 6:00 pm is considered to be late. Pickup after 6:00 pm [or 5:00 PM for camp/school breaks] is considered late. For any child remaining after the stated closing time, a late fee will be charged. Beginning at 1 minute passed the closing time a late fee of \$1.00 per minute per family will be charged. The late fee must be paid in full before the child may return to the program. There will be no exception to this rule. We will notify the appropriate authorities for any child remaining 30 minutes after the close of business. I agree that I am responsible for picking up special notices and flyers each day which will alert me to any changes in scheduling. If someone else is picking up my family, I agree that they are responsible for picking up notices and flyers. **I understand that if I am frequently late, my child's membership may be revoked without refund.**

Parent/Guardian _____ Date: _____

Child's Name _____

MEDICAL INFORMATION:

Doctor Name: _____ Doctor Phone: _____

Permission to contact Doctor/Hospital in case of a medical emergency: ____ Yes ____ No

Child's Medical Insurance Provider: _____

Policy Number: _____ Group Number: _____

MEDICAL LIMITATIONS

List any medical or physical limitations that would limit your child's participation in the program or that we should know about - (be specific)

BEHAVIOR

Does your child have any specific behavior conditions? (This does not restrict your child from enrolling)

Emotional Issues ____ SLD ____ ADD ____ ADHD ____ OTHER _____

ALLERGIES

Does your child have any known allergies (such as dust, medicine, plants, animals, food, etc) ____ No ____ Yes

If yes, what are they allergic to? _____

MEDICATION

List any medication(s) that your child is currently taking & the dosage. *(If your child's condition requires medication please note that we are unable to administer or hold as we do not have a nurse on site. Therefore, if medication (Epi-Pens, inhalers, etc) is needed member must keep them in their bag and be able to administer properly.) Please be specific*

What is the specific medical condition that requires the above listed medication?

MEDICAL EMERGENCY

In case of accidental injury, the undersigned authorizes Boys & Girls Club of Westminster staff to see that the necessary medical treatment is obtained in the event the parent or legal guardian is unable to be reached or is otherwise inaccessible. In this event, the undersigned authorizes a Boys & Girls Club of Westminster Staff Member to sign for and authorize the physician (of his/her choice) to provide emergency care. In case of accidental injury, the undersigned agrees to assume financial responsibility for cost incurred.

I have read the above and agree to the stipulations.

Parent/Guardian Signature: _____ Date: _____

LEGAL AND/OR BEHAVIOR ISSUES

Please list any legal and/or behavior issues that your child is currently dealing with. This includes probation and the conditions of probation, behavior issues both in school or with law enforcement and any charges or allegations that they may be facing that are unresolved. (This does not restrict your child from enrolling.)

(If child works with a Personnel Pupil Worker (PPW) or is assigned a counselor – contact information for that individual must be listed):

Name: _____ Phone: _____

Child's Name _____

TRANSPORTATION/FIELD TRIP PERMISSION

I hereby give my permission for my child to participate in the activities and programs of the Boys & Girls Club of Westminster that necessitate transportation in vehicles. I understand that often local day trips will be unannounced. Out of town trips will be posted in advance. I understand that all trips will be under the supervision of the Boys & Girls Club of Westminster staff. I will not hold the Boys & Girls Club of Westminster responsible in case of an accident. Notice of all trips will always be available at the administrative office.

Parent/Guardian Signature: _____ Date: _____

SWIMMING PERMISSION

I hereby give my permission and full consent for my child to participate in swimming activities at local pools and facilities as conducted by the Boys & Girls Club. I hereby fully release the Boys & Girls Club of Westminster and its Directors, Instructors, Officers and Staff, from any cause of action, claim or liability for damages or expenses. These include, but not limited to any claims for personal injuries resulting or arising out of any swimming activity or related activities. I give permission to the Boys & Girls Club to administer sunscreen (as provided by parent) on my child as needed.

Parent/Guardian Signature: _____ Date: _____

BOYS & GIRLS CLUB RIGHT TO REFUSE PICK UP OF CHILD

I understand the Boys & Girls Club of Westminster may refuse to allow my child to be transported home by anyone (including myself) that they feel may have their driving ability impaired due to drugs or alcohol or other circumstances. I understand that this is for safety reasons only and that the Boys & Girls Club of Westminster will contact another authorized individual included on this application to pick up my child. I further agree that any late fees incurred because of the situation will be my responsibility.

Parent/Guardian Signature: _____ Date: _____

COMPUTER USE PERMISSION

I hereby give my permission for my child to participate in the activities and programs of the Boys & Girls Club of Westminster that use the internet. I understand that all computer use will be under the supervision of the Boys & Girls Club Staff. I understand my child may only go to internet sites that are pre-approved by the Boys & Girls Club Staff. ***Any inappropriate use of the computer will result in suspension and may result in my child's membership to be revoked.***

Parent/Guardian Signature: _____ Date: _____

SCHOOL INFORMATION

I give permission to the Boys & Girls Club of Westminster and Carroll County School Public Schools to exchange information including report cards, regarding the minor child listed on this application. The purpose of the exchange is to help both organizations to do a better job of helping the student be successful in school, in the Boys & Girls Club of Westminster and in life. This release is valid for one year and may be revoked at any time by contacting Carroll County School Public Schools or the Boys & Girls Club of Westminster in writing.

Parent/Guardian Signature: _____ Date: _____

SURVEYS & QUESTIONNAIRES

I, the parent/guardian of the minor child listed in this application, give permission for the Boys & Girls Club of Westminster to Survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcomes Survey or other survey instruments.

Parent/Guardian Signature: _____ Date: _____

BOYS & GIRLS CLUB OF AMERICA

I give permission to the Boys & Girls Club of Westminster to share information about the minor child listed on this application with the Boys & Girls Club of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Parent/Guardian Signature: _____ Date: _____

PHOTO/VIDEO RELEASE

I understand that from time to time, the Boys & Girls Club of Westminster will have publicity photos and/or videos taken during programming for use in local media, brochures and on their website. I give permission for my child to be included in all photo opportunities with Boys & Girls Club of Westminster and their partners.

Parent/Guardian Signature: _____ Date: _____

CODE OF CONDUCT

PARENT/CHILD AGREEMENT – RULES & DISCIPLINE PROCEDURES

Should we experience any behavior problems with your child our normal discipline procedure is: verbal warning, and/or time out; however, should the club member continue to be disruptive or disrespectful, they will be written up which requires a signature by parent/guardian. Note that some instances Out of Club Suspension (OCS) and/or Revocation of Membership is automatic.

1. I understand and agree that my child (or ward) must be picked up by closing time or a fee will be charged which must be paid before my child (or ward) can return to the Club.
2. My child and I understand that they are responsible for getting on the correct bus each day at the correct time from school. If they miss the bus or fail to get on the correct bus, I am responsible for my child.
3. I agree that my child will wear proper clothing and footwear at all times. The following clothing articles are not allowed at the Club: bare feet, open-toed shoes (flip-flops) sandals, Heelys shoes, baggy pants without belts, clothing with inappropriate "sayings" or pictures, short skirts or shorts, midriff shirts and those with thin spaghetti straps.
4. My child and I understand and agree that if they deface property, steal, harass/bully, fight or use physical contact they will **immediately receive Out-Of-Club Suspension**.
5. We understand that Boys & Girls Club is **not responsible for any items that are lost or stolen**. That includes: coats or other clothing items, personal games, toys, collectors cards/notebooks, Silly Bands, cell phones, CD/MP3 players, video games and other electronic devices. If you are concerned about losing such items please do not send them with your child. *Please mark **any items** your child brings with their initials i.e. jackets, hats, lunch boxes, water bottles, etc. *
6. I have explained to my child that for their safety they are not to be in any staff office, kitchen, storage areas, hallways, restrooms or outside play areas without permission. My child and I understand that for their safety they are to remain with their assigned group and group leader at all times. **If my child leaves the group for any reason without permission, they understand that they will be given a written notice and that appropriate consequences will follow.**
7. **Above all I have explained to my child and we both agree that they will respect and obey CLUB staff at all times. If my child is disrespectful, abusive, and combative or disobeys the instructions of CLUB staff, they will be suspended and may also forfeit future swimming and/or field trip privileges.**
8. Internet Usage Agreement: The opportunity to use Club's computers is based upon clear guidelines and agreements: (1) always be respectful of others, (2) never give out personal information over the computer, (3) always remember you are responsible for what you do online, (4) always follow the computer lab supervisor's instructions, (5) never agree to meet in person with anyone you meet online and (6) never visit 'off-limits' web sites. Failure to uphold these agreements will result in revocation of the member's online privileges.

Parent/Guardian Signature: _____ Date: _____

Club Member Name: _____ Date: _____

Child's Name _____

PARENT/GUARDIAN AGREEMENT

I understand that I am responsible for coming into the building and checking my child whether IN, I am also responsible for coming into the Club to check out my child each afternoon/evening, unless your child is 13 or older and an approved walker. **I may not drop off my child without coming inside the building for any reason.** I understand that the Club program does not open each day after school until 2:30 PM and during summer camp until 8:00 AM. For early dismissals and special closings I am responsible for checking the Boys & Girls Club calendar.

I understand that the parent parking is located behind the Club in the municipal parking lot. Parking in the business complex or "temporary" **parking anywhere that is not an authorized space is not allowed.**

I understand that any **authorized adult, including myself**, that I send to drop off or pick up my child must know my child's name and will not be allowed to pick up my child for any reason without a proper photo ID. **I understand that a proper photo ID must be shown each and every time. No exceptions.**

I understand that if my child breaks any rule which will result in their Out-Of-Club Suspension, the Boys & Girls Club Sr. Staff will speak with me when I pick up my child at the end of the day unless the situation requires an immediate pick-up. **Importantly, I understand and agree that my behavior as a parent/guardian may also determine whether or not my child is allowed to attend the Boys & Girls Club. If I am abusive, combative, disrespectful or aggressive with any Staff member of the Club for any reason, my child's membership will be revoked.**

I understand that my child will be involved in recreational, active and sports related activities at the Club. I understand that from time-to-time they may fall down or be struck by a ball in the course of normal active play. I understand that in the course of growing up, all children will fall and scrape their knees and experience normal bumps and bruises that are associated with active play and that are not a result of neglect. I understand that no phone calls will be made home if my child receives a minor bump or scrape. **I understand and agree that the Boys & Girls Club will not be financially responsible for any injury that is a direct result of appropriate active "play" or caused by the child disobeying any rule.**

I understand that the Boys & Girls Club **does not have a nurse on staff** and therefore is unable to store, handle or dispense medication of any kind, including Epi-Pens and inhalers. Should my child require medication, **I accept full responsibility for seeing that they take the proper amount of medication at the proper time. I agree that the Boys & Girls Club will accept no responsibility for the medication or for the dispensing of medicine.**

I understand that prevention programming is available for my child at the Boys & Girls Club. A "primary" staff member has my permission to discuss, at a level determined to be age and developmentally appropriate, the following subject matters: alcohol and drug abuse, chemical abuse, human anatomy, any mental health issues, and interpersonal relationships and values clarification. I understand that any such discussion will be on the same level and contain similar information as that being taught in the appropriate school grade.

I acknowledge that all the above information is correct and that I understand and agree to all the information contained in this application. I acknowledge that I have read completely the Parent/Club Member Policy & Procedures packet and that I fully understand and agree with all the information contained therein.

Parent/Guardian Signature: _____ Date: _____

PERSONS AUTHORIZED TO PICK UP CHILD INCLUDING YOURSELF

IF AUTHORIZED CONTACTS CHANGE PLEASE NOTIFY CLUB STAFF IMMEDIATELY

Name	Relationship	Phone Number	Emergency Y/N

MEMBERS 13 & OLDER ONLY

PERMISSION TO WALK, DRIVE A CAR, OR RIDE A BIKE - HOME

I give permission for my child to check in/out each day. I understand that the Boys & Girls Club is not responsible for him/her before arrival to the Club or after they leave the program. I give permission for my child to:

(Please Circle One) Walk Ride a Bike Driving a Car

I give permission for my teen child to check in / out their younger siblings. ____ Yes ____ No

Parent/Guardian Signature: _____ Date: _____

Sr. Staff Signature: _____

HOUSEHOLD INFORMATION

This section **Must Be Completed** and is used for our information only. This information does not determine membership status and all information is kept confidential.

Reason for Joining Club (circle all appropriate answers):

Fun Academic Support Sports Friends are Members School Referral Enrichment Programs Other _____

The Club Member lives with (check all that apply): Mom ____ Dad ____ Step Mom ____ Step Dad ____
Grandparent ____ Guardian ____ Other: _____

Single Parent: Yes ____ No ____ **Current head of household (check one):** Male ____ Female ____ Both ____

Total Number of people living in household: _____ **Number of members in household age 65 or older:** ____

Parent in the Military? Yes ____ No ____ Branch: _____

Parent Incarcerated? Yes ____ No ____ Previously (when/how long): _____

Information on other children in the household who will be attending the Boys & Girls Club After School Program:

Name _____ Grade _____ Age _____

Name _____ Grade _____ Age _____

CARROLL COUNTY PUBLIC SCHOOLS TRANSPORTATION PERMISSION LETTER

Carroll County Public Schools, East Middle School, West Middle School, William Winchester Elementary School, Friendship Valley Elementary School, Westminster Elementary School, Cranberry Station Elementary School, Robert Moton Elementary School, Winters Mill High School, and Westminster High School have partnered with the Boys and Girls Club of Westminster located at 71 E Main Street, Westminster, MD., to provide a quality after-school program for students.

Subject to available space, Carroll County Public Schools will provide school bus transportation at no cost to participating families. Students will be transported on an approved school bus using existing school bus routes. The bus will leave _____ each school day at the conclusion of the school day.
(School name)

The bus will drop club members off at the closest bus stop to the Boys & Girls Club of Westminster. The Boys and Girls Club of Westminster, MD, will be responsible for students once they disembark the bus at the bus stop. Parents need to make it clear to their children that they are to disembark the bus at their appropriate bus stop and go directly to the present Boys and Girls Club staff member.

Only students at East MS, West MS, William Winchester ES, Friendship Valley ES, Westminster ES, Cranberry Station ES, Robert Moton ES, Winters Mill HS, and Westminster HS who have enrolled in the Boys and Girls Club of Westminster after-school program are eligible to ride the school bus. Families are responsible for picking up students at the conclusion of the program.

*Thank you,
Boys and Girls Club of Westminster*

Please complete this document and return it to the Boys & Girls Club of Westminster

Transportation Permission Form

_____, a student at _____,
Student's Name Name of School

is enrolled in the Boys and Girls Club of Westminster after-school program. I give my permission for him/her to ride the approved school bus on the days listed below, unless there is a special exception. I will notify both the school and the Boys and Girls Club if my child will not be attending on a day they are scheduled to attend. I will also notify both the school and the Boys and Girls club of any permanent changes. These are the days that I expect my child to ride the bus to the Boys and Girls Club:

Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐

I understand that I am responsible for picking up my student at the conclusion of the after-school program.

Parent/Guardian's Name

Telephone Number

OFFICE USE ONLY:

Faxed or emailed to school _____ Notified date: _____



BOYS & GIRLS CLUB
OF WESTMINSTER

GREAT FUTURES START **HERE.**

Alternate Emergency Contact and Closure Plan for your Child

*Please indicate below what you have instructed **your child and school** to do in case of inclement weather*

Child's Name

Parent's/Guardian's Name

Parent's/Guardian's Name

#1 Contact Number

Relation to child

#2 Contact Number

Relation to child

Name

Name

Alternative Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

Home Phone

Work Phone

Home Phone

Work Phone

Early Dismissal Plan:

Parent's/Guardian's Signature

Date



**BOYS & GIRLS CLUB
OF WESTMINSTER**

GREAT FUTURES START HERE.

SIGNED AGREEMENT

These policies and procedures have been designed to ensure the safety of ALL Boys & Girls Club of Westminster's members.

*The Boys & Girls Club of Westminster will follow all Carroll County Public School COVID-19 guidelines.

Please take the time to review them with your child. If you have any questions please contact Lindsay Chiavacci, Program Director at 410-386-0135 ext 102 or lchiavacci@bgcwestminster.org.

PARENT/
GUARDIAN: _____ DATE: _____

CHILD'S NAME : _____ DATE: _____

CHILD'S NAME : _____ DATE: _____

CHILD'S NAME: _____ DATE: _____

BE GREAT